## **ACCOUNT NUMBER**

**Tax Account Numbers are eight digits**. Colorado tax account numbers for sales, use and wage withholding had previously been seven digits in length with an "L" or "M" preceding the seven digits. When a business has more than one location, the number had an additional four digits.

Account numbers in our system now have a zero (0) in front of the original seven-digit account number without the L or M preceding the number. For example, if your account number is L12-34567-0000, your number will be 01234567. Pre-printed sales tax coupon forms or DR 0100 returns will have the appropriate account number on them. Businesses that hand fill-in returns should use the appropriate business location number for a return. For example, use 012345670001 for your location -0001.

Additionally, to improve confidentiality we have created a link between the Federal Employer Identification Number (FEIN) and the new eight-digit number (called your "Colorado Account Number"). This way, for each tax type we can use the Colorado Account Number rather than your FEIN. The new account number will be referenced on all documentation you receive from us. Don't worry if you use any old seven-digit account numbers. We will still be able to process correctly the information you send to us and we encourage use of the new eight-digit number as soon as possible.